Note of meeting of the Third Sector Strategy Meeting

Thursday 17th November 2022

**at** Voluntary Sector Gateway and on Teams

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| Chair: | Raymond Branton (Playworks) | Note taker: | Tracy Kerr (VSGWL) |

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| Attendees: Alan McCloskey (VSGWL), Alison Wright (Carers of West Lothian), Billie Skene (OPAL), Helen Davis (WLYAP), Jane Deary, Karen Nailen (CAB), Lesley Mount (Signpost), Mark Vance (WLDAS), Monica Mochar (Wellbeing Scotland), Tracy Murdoch (Kidzeco), Ann Holloway (West Lothian Volunteer Network & CGL), (Whitburn CDT), Gillian (EMHCIC), Elaine Campbell(WL College), Alison Rogers(WL College) |   |
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| Apologies: Jocelyn Crawford (Safe Families ), Andrew Murray (Safe Families ), Garry Walker (The Larder), Mark Kennedy (Circle), Kathleen (West Lothian Foodbank), Ally (Beechbrae), Alan Davidson (The Bridge), Collette Moran (School Bank West Lothian) |
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| Agenda Item | Decision/Action | Action By |
| 1. Welcome and Apologies Raymond welcomed everyone to the meeting.
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| 1. Guest Speakers

Elaine Campbell, Employment Engagement Officer, West Lothian CollegeElaine and Alison introduced themselves and spoke about how the third sector can work with the college to the benefit of the sector and the students. Some of the opportunities outlined were. * Student work placements
* Student Volunteering
* Providing tours of organisations or coming in to talk to students.
* Training courses, short courses and bespoke training.
* Opportunity to join the employer advisory group and employer forums.
* Foundation apprenticeships – for ages 15-18. Work placements required for September to March on Tuesday and Friday afternoons. Contact Alison on arogers@west-lothian.ac.uk to discuss.
* A new compass point employability hub is being developed. Organisations should contact Elaine if they are interested in a space.
* In the next few weeks places for HND accounts students are being sought and next year business admin placements are required.
* West Lothian College is a trauma responsive college. An event is being planned for next year.
* The college can advertise volunteer positions to students.

More information is available on the employer hub on the college website [Employer Engagement | West Lothian College (west-lothian.ac.uk)](https://www.west-lothian.ac.uk/business-hub/employer-engagement/). Alternatively Elaine is happy to be contacted at ecampbell@west-lothian.ac.uk. Raymond suggested Elaine may find it useful to join the West Lothian Third Sector Employability forum. | Contact the chair of the employability forum | Raymond |
| 1. Previous minute and matters arising

Previous minutes were agreed and accepted. Matters outstanding* Alan is still awaiting an update about the status of West Lothian Leisure on revised PDSP structure
* No other matters outstanding that were not being covered later in the meeting.
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| 1. Sector Annual Report

This has been circulated and was presented at the recent PDSP where it was well received. Alan thanked those who provided case studies. The next annual report will be presented at the May/June PDSP. The group thanked Alan for the work done to compile the report. Alan mentioned the SCVO third sector tracker which he encouraged all to input data into and use.   | Link to third sector tracker to be circulated | Tracy  |
| 1. Council Third Sector Community Support Fund plans for 2023

West Lothian Council have announced that the current round of funding will be extended to June 2023, with future funding cycles then being July to June. Applications for July 2023 – June 2024 will open in the New Year. All papers are on COINS  |  |  |
| 1. Strategy Group and Council Working Group Updates

The working group was set up to review the outcomes of the recent facilitated strategy session. They have met and are progressing with * Using the notes from the session to review the sector strategy report and see how best to use this to highlight the sector.
* Creating a draft vision statement to be presented to the council.
* Creating a process for individuals to be considered for one of the available seats representing the third sector on PDSP’s. All to consider of they are interested and able to attend meetings on behalf of the third sector.

The group will meet with the Council to discuss the application process for the 2023/24 round of funding.  | Alan to share around the details of the PDSP with the descriptors. Circulate nomination processReview process | AlanAlanWorking Group |
| 1. **VSGWL report**

Funding * The £469k Year 2 funding of the Communities Mental Health and Wellbeing Fund is currently live, closing on 24th November. The Gateway held an online Q and A session on 10th November. It is anticipated that the fund will again be oversubscribed. There will be a round 2 early next year which will only be for small grants.
* Around £30K of the initial £70k Unpaid Carers Fund is still available. VSGWL and Carers are meeting to discuss and agree the round 2 process.
* Cost of Living grant. Raymond has circulated the details of this fund of £2K - £7k available in SIMD areas.
* Alan to circulate a survey from Cranfield Trust who are offering support to organisations.

Cost of living* West Lothian Council has established a Cost-of-Living Task Force involving Community Planning Partners. Meetings are being held monthly to identify ways of supporting communities throughout the coming months. CAB have proposed a dedicated third sector COL group. Alan asked for the groups thoughts on this and all were supportive. All agreed it is not widely known across the sector what each other are doing regarding COL.
* SCVO is collating a range of information about the impact of the cost of living crisis on the sector on their hub [Running Costs Crisis Hub](https://scvo.scot/policy/campaigns/running-costs-crisis). This will be updated regularly but the key themes are:
	+ links to practical support - such as information about reserves and business planning
	+ policy asks, and opinion pieces from SCVO about what the sector needs from Government and Funders
	+ case studies and news stories about the impact on voluntary orgs
	+ summary of evidence from third sector tracker and other sourcesAll to consider updating this regularly.

Training and Events* SCVO offer training courses, some are free ([free events and webinars](https://scvo.scot/events)) and include [Free climate emergency training](https://scvo.scot/events/a1v3z00000LCRcPAAX/climate-emergency-training-for-charitable-organisations) and [Keeping energy costs low](https://scvo.scot/events/a1v3z00000LCMO4AAP/scvo-and-ncvo-webinar-how-to-manage-rising-energy-costs).
* VSGWL are holding an ‘in discussion with Smile Counselling’ and networking event on 1 December. More themed events are planned in the new year.
* VSGWL recently launched an update to their core information about [setting up a charity](https://scvo.scot/support/setting-up) - this is one of the most popular sections of the website.  The [model constitutions](https://scvo.scot/support/setting-up/model-constitutions) (used by quite a few of the TSIs) have also had a refresh. VSGWL are keen to hear if the updates are useful. Get in touch at vsg@vsgwl.org

VSGWL satisfaction survey * VSGWL received 29 responses and are assessing the feedback. Initially it is clear that the sector would like more events and themed sessions. Results and key actions will be published once the feedback has been fully reviewed.

Community Benefit Gateway* This is a free and easy to use online service that connects NHSScotland suppliers with third sector community organisations across Scotland. An online information session is being held Tue 6 Dec, 12 noon – 12.45 pm for organisations to find out more. Register at <https://www.eventbrite.co.uk/e/info-session-community-benefit-gateway-for-third-sector-organisations-tickets-460805520717>

 Staffing* VSGWL are currently advertising for a Community Volunteer support Development Officer. This is a new role.
 | Cranfield Trust survey to be circulated | Alan |
| 1. **WLSEN update**

Discussions are ongoing as to how this will move forward. The wellbeing project is being wound up due to funding ending in December.  |  |  |
| 1. **Forum/sector updates, developments, or consultations**

**Children and Families Forum**Linda Roddie from Axiom Consultancy attended the forum as a guest speaker. She is doing a consultation on the Whole Family Wellbeing Fund. Helen has contacted her about meeting again and is still awaiting a response. The next forum meeting is Tuesday 22 November. **Children and Families Strategic Planning Group**The new Children’s Services Plan is being worked on now and they are looking at new performance indicators. Third Sector outcomes and priorities need to be included. Helen asked all to review the proposed indicators and get in touch if anything is missing. All agreed there should be measurement indicators for early intervention and prevention. Helen’s contact email is Helen@wlyap.org.uk**West Lothian Volunteer Network**Ann Holloway – Change Grow Live introduced her role at CGL and explained she was attending for the first time on behalf of her organisation and on behalf of West Lothian Volunteer Network. West Lothian Volunteer Network were set up in 2013 to provide support to volunteer managers and coordinators. The purpose of the forum is to organise an annual volunteer celebration, alongside doing volunteer events, promotion and providing networking opportunities.More information about the forum can be found on The Gateway website [www.voluntarysectorgateway.org/working-together/west-lothian-volunteer-network/](http://www.voluntarysectorgateway.org/working-together/west-lothian-volunteer-network/). If anyone wants to get in touch with Ann about CGL, contact at Ann.Holloway@cgl.org.ukTo contact about West Lothian Volunteer Network, email wlvolunteernetwork@gmail.com**West Lothian Third Sector Employability Forum**No meetings held since last Third Sector Strategy Group meeting. The next meeting is booked for Wednesday 7th December. **Learning Disability Forum**This will be winding up in its current format and CoWL are working with Disability West Lothian to look at combining with another forum for service users currently running.  |  |  |
| 1. **AOCB**

HSCP are doing a consultation on their next strategic plan. All to consider completing.  |  |  |
| 1. **Next Meeting Details**

Thursday 19th January 2023 1-3pm hybrid on Teams and in person at The Gateway, 20-22 King Street, Bathgate, EH48 1AX. Join on your computer, mobile app or room device[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YTA2ZTNhMGMtMjc5Ni00Y2RmLTg2YmEtMDIzOGRjMDYyZWY1%40thread.v2/0?context=%7b%22Tid%22%3a%22be050862-75a4-4dfd-be60-e3f75dea411c%22%2c%22Oid%22%3a%22edfa7127-085c-4e62-bd50-fa889241aaeb%22%7d)Meeting ID: 373 573 251 711 Passcode: 3kuGur |  |  |